**PFMS**

# DSC Enrollment Process

**Revision and Signoff Sheet**

    **A. Document Preparation**

| Author | Position | Version | Change reference | Date |
|---|---|---|---|---|
| Nidhi Popli | Business Analyst | 1.0 | WinApp DSC process | 06/Sep/2022 |
| Nidhi Popli | Business Analyst | 1.1 | Winapp1.0.1.4 screens updated | 25/Sep/2023 |
| | | | | |

    **B. Technical Review**

| Name | Position | Version | Change reference | Date |
|---|---|---|---|---|
| Mr. Rajendra Prasad | Sr.TD, NIC PFMS | 1.0 | Initial version | 06/Sep/2022 |
| Mr. Abhishek | Sr.TPM | 1.0 | Initial version | 06/Sep/2022 |
| Mr. Abhishek | Sr.TPM | 1.1 | Initial version | 25/Sept/2023 |
| | | | | |

**Table of Contents**

## 1    Case1: Existing user and DSC Already Enrolled with Java Utility

In this case, existing users already using the DSC and they have been enrolled DSC using Java Utility.
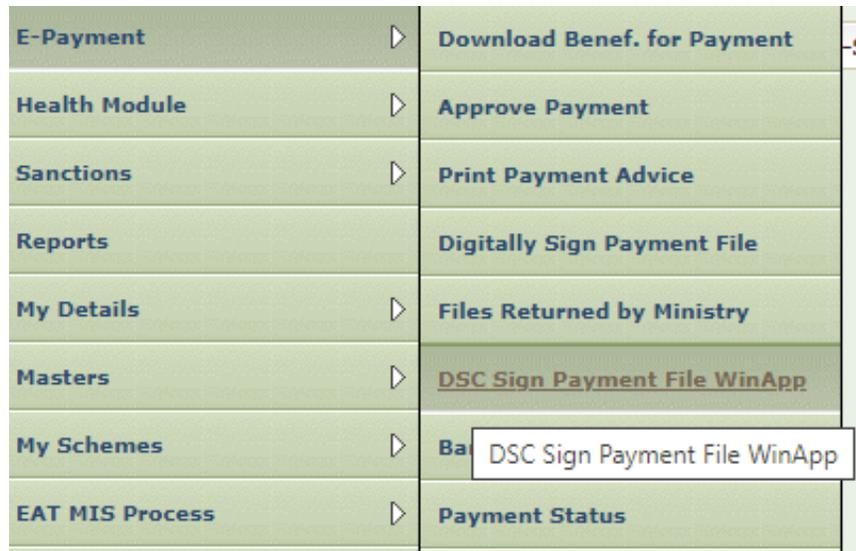
Please Note:

- Users need not to enroll the DSC again.

- For the payment files signing, first user requires to install the new DSC WinApp utility by following below steps (To be installed by all signatory levels).

### 1.1    Step1 – Installing the DSC WinApp

**User: Agency checker**

The User Navigates to "**E-Payment > DSC Sign Payment file WinApp**" and the page **"Digitally Sign File"** opens.



The user needs to Download DSC Window Application (Version: 1.0.1.4) by clicking on hyper link given top right left corner as shown below

**Note**: Click on "**Download SOP**" to read the SOP instructions available on the login page.



DSC utility setup package will be installed, which requires to execute on computer for DSC utility installation. Post-installation it will ask for a system reboot, please allow the system to reboot by saving all your work.
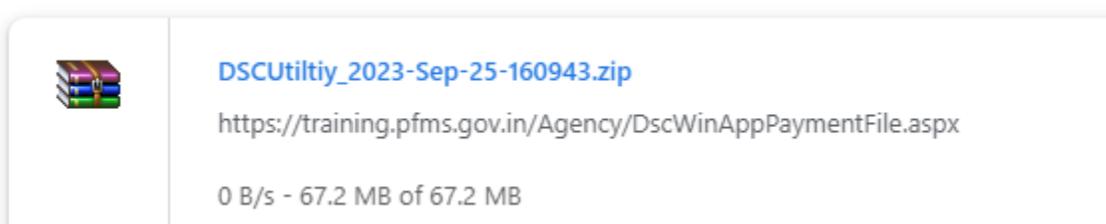


After successful installation user can verify whether the utility was successfully installed or not by browsing the **control panel** having the Utility with the name "**Digital Signature Certificate**".
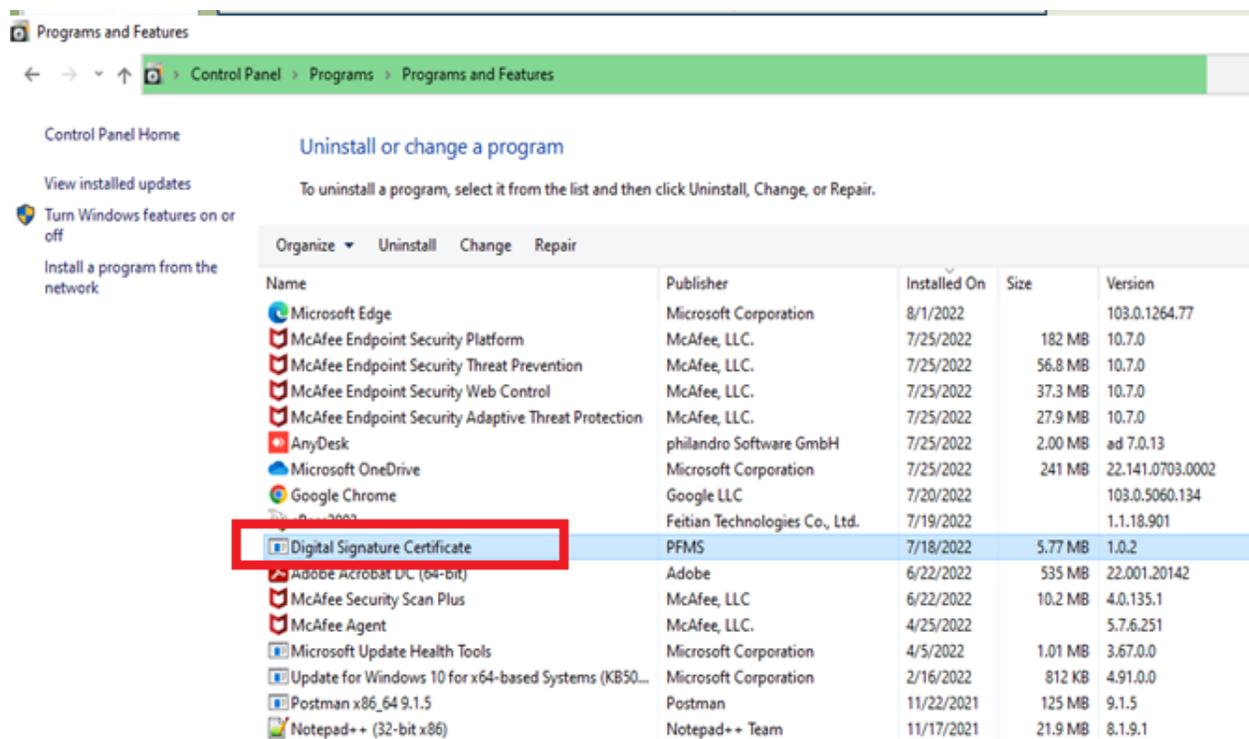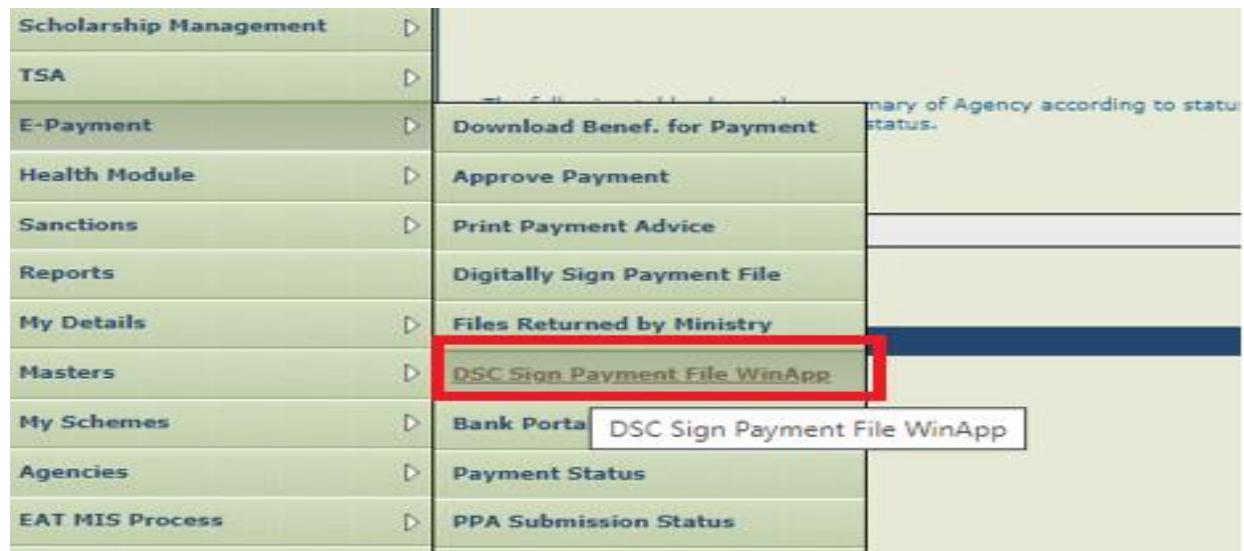
## 1.2 Step2 - Signing Payment File

*User: Agency Checker*

The User Navigates to "**E-Payment > DSC Sign Payment File WinApp**"



The "**Digitally Sign File (Winapp)** " page will appear as below. The list of the Winapp compatible Banks is provided in the green highlighted link "**List of enabled Bank**"
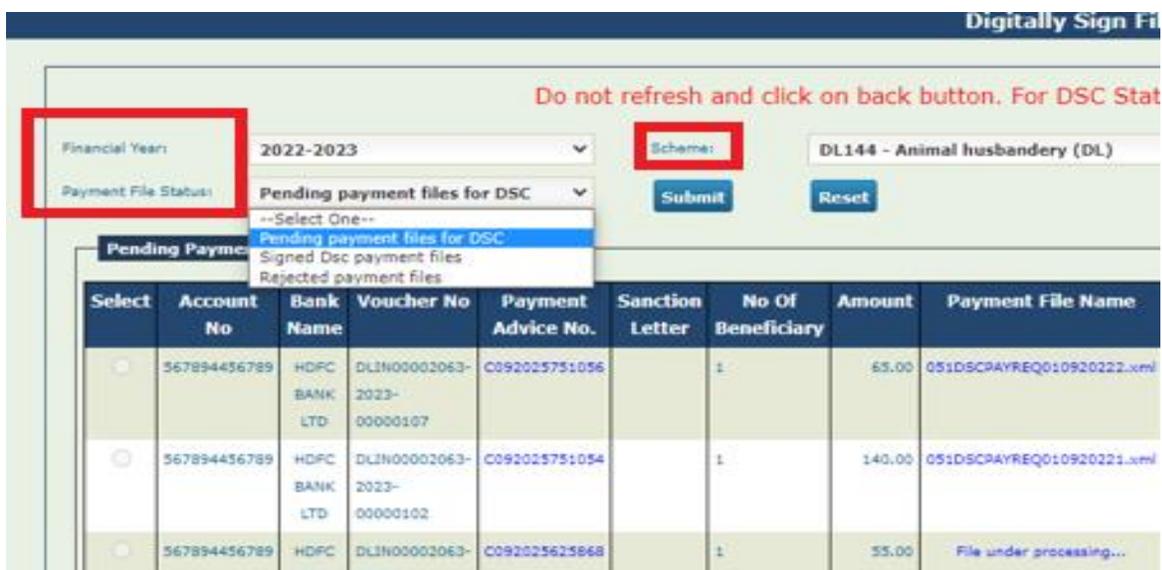
**Note**: Click on "**Download SOP**" to read the SOP instructions available on the login page.
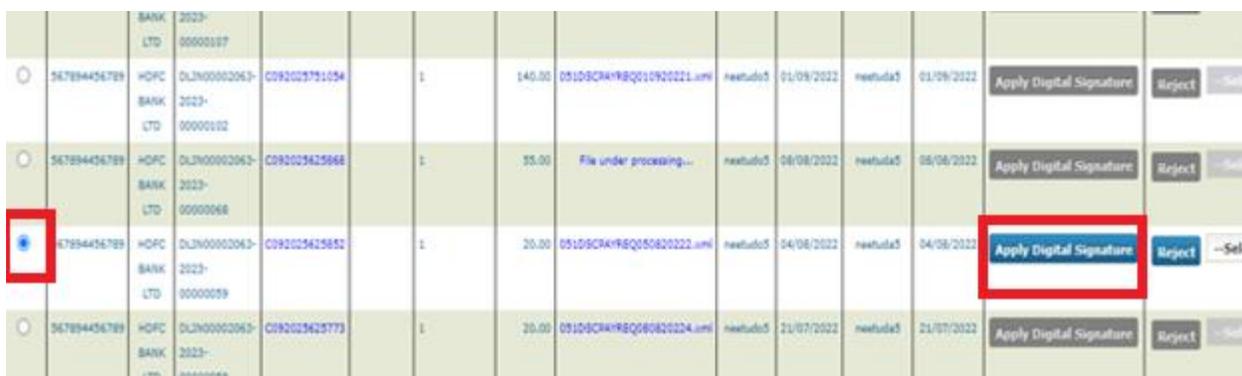


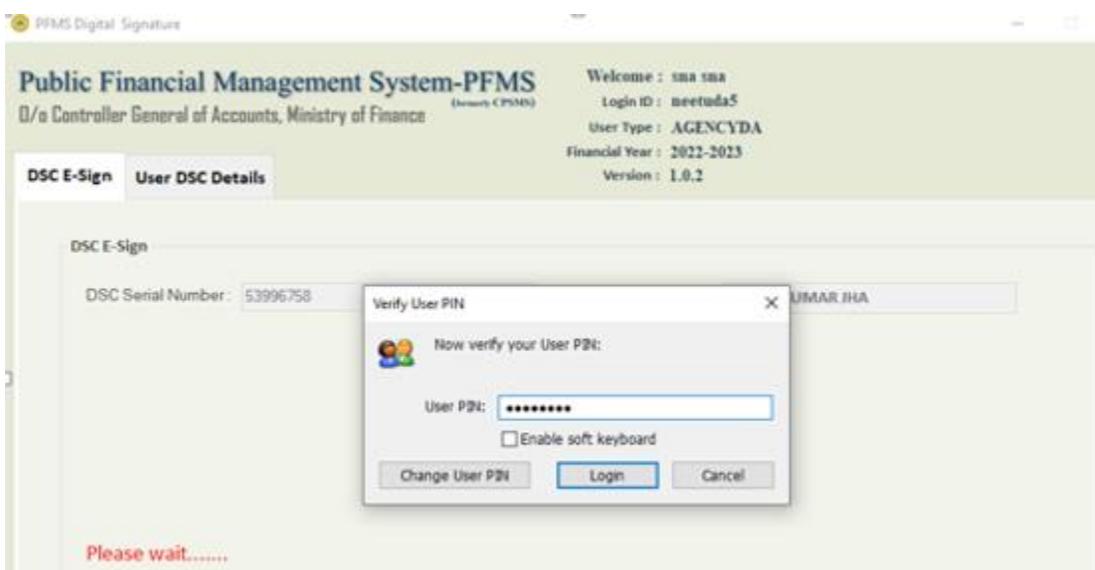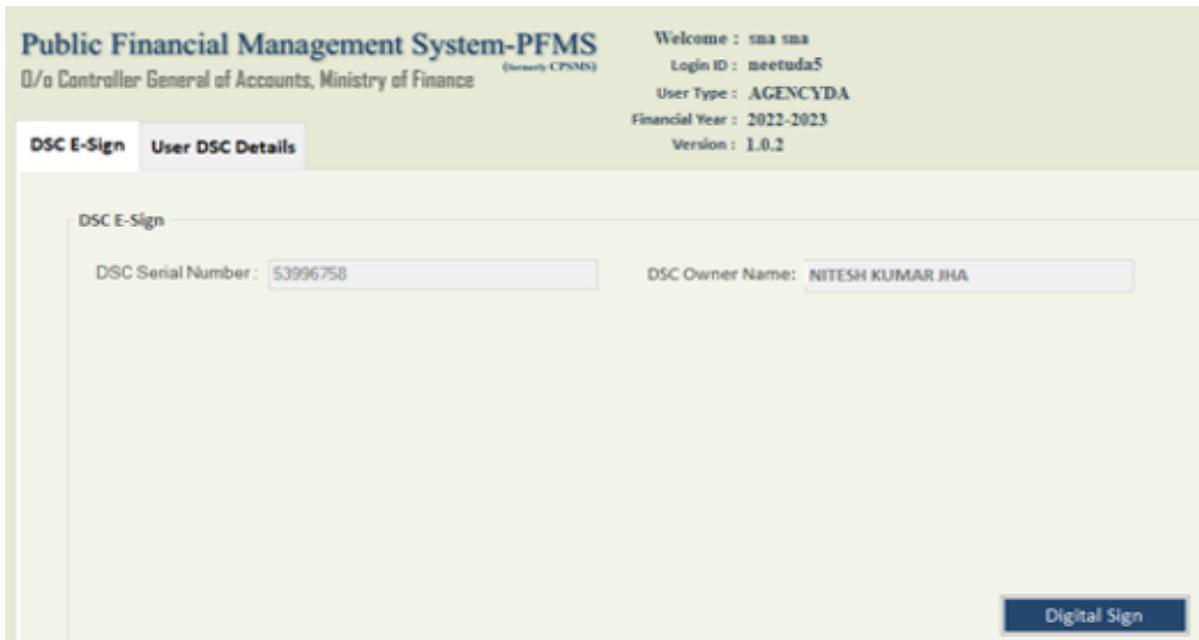User can view the list of the Winapp compatible Banks by clicking on the link "**list of enabled bank**"
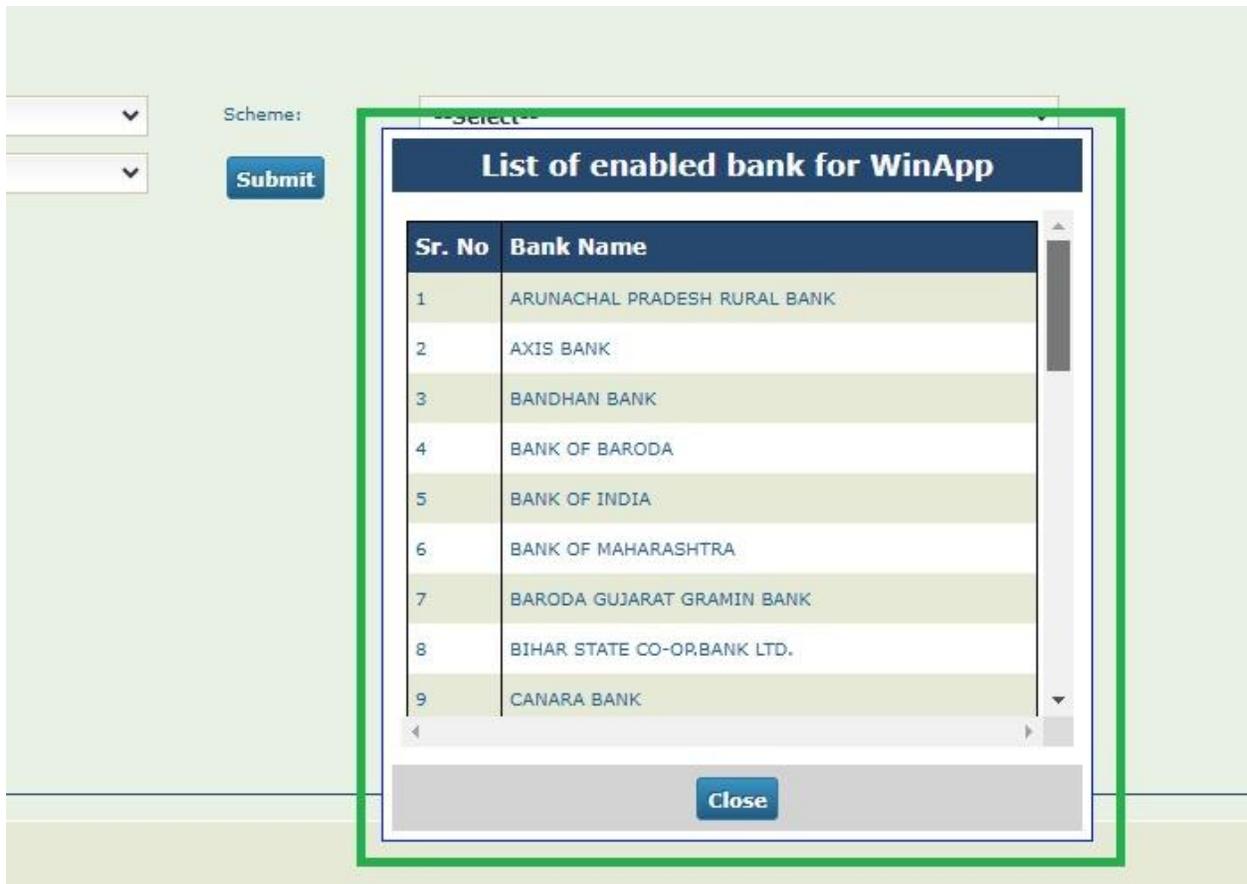
For signing the payment file, the User will choose the **financial year, Scheme, and Payment file Status** for signing the file. Then Click on the "**Submit**" button.
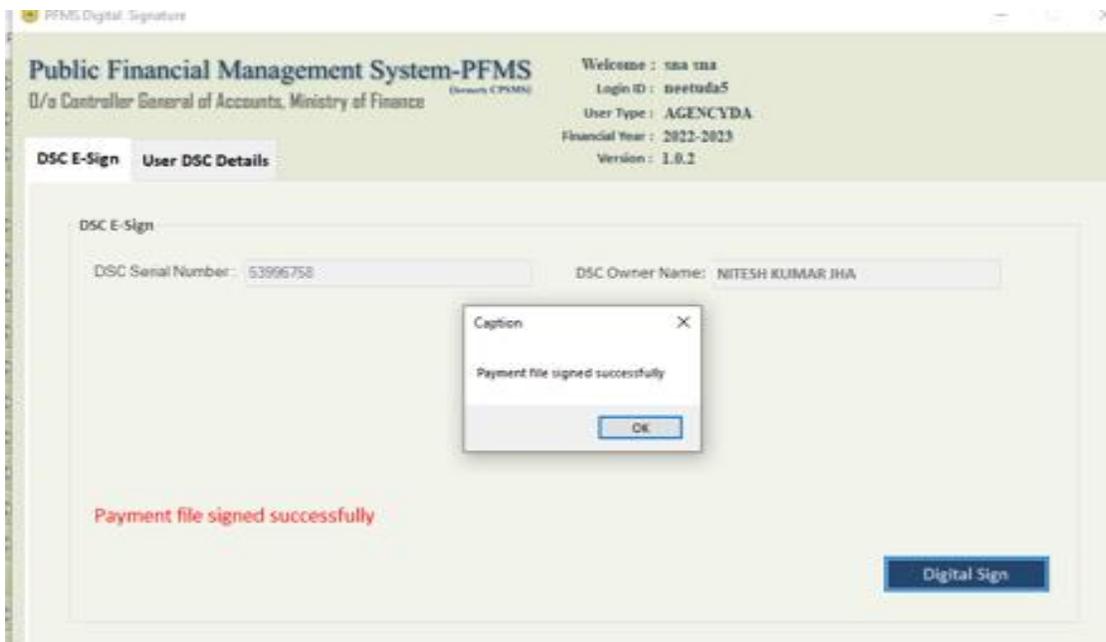


List of files displayed on the grid, user locates the file that requires to sign and clicks on "**Apply Digital Signature**".



DSC Enrollment E-Sign page will appear, the user require to click on Digital Sign then it will ask for User's PIN

On successful signing the message "**Payment file signed successfully**" appears on screen.



To fetch the status on the payment file click on "**Get DSC Status**"

Message "**Payment file has been signed**" appears on page.



### VERIFY -- Signed DSC payment files

On the "**Digitally Sign File**" page, the user will choose the **financial year, Scheme, and Payment file Status** as "**Signed DSC payment files"** for verification DSC payment file was successfully signed then click on the "**Submit**" button.

| Account No | Bank Name | Scheme Code | Voucher No | Payment Advice No. | CPSMS Transaction ID | Sanction Letter | No Of Beneficiary | Amount | Signed By | Signed On | Approved By | Approved On | Digital Signature Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000109 | C092025751058 | C092025751058 | | 1 | 50.00 | neetuda5 | 01/09/2022 | neetuda5 | 01/09/2022 | 01/09/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000083 | C092025625883 | C092025625883 | | 1 | 20.00 | neetuda5 | 11/08/2022 | neetuda5 | 22/08/2022 | 22/08/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000067 | C092025625866 | C092025625866 | | 1 | 60.00 | neetuda5 | 08/08/2022 | neetuda5 | 08/08/2022 | 08/08/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000063 | C092025625858 | C092025625858 | | 1 | 40.00 | neetuda5 | 05/08/2022 | neetuda5 | 05/08/2022 | 08/08/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000060 | C092025625854 | C092025625854 | | 1 | 10.00 | neetuda5 | 04/08/2022 | neetuda5 | 04/08/2022 | 05/08/2022 |
| 67894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000058 | C092025625773 | C092025625773 | | 1 | 20.00 | neetuda5 | 21/07/2022 | neetuda5 | 21/07/2022 | 01/09/2022 |

## 2    Case2: New User/DSC not Enrolled, New WinApp utility needs to install

In this case, the user is new and DSC is not enrolled earlier. First the users need to enroll DSC using the WinApp utility and all steps mentioned below required to follow:

Before starting with the DSC enrollment process, a few prerequisites should verified on the computer. Prerequisites are as follows:

- The user must ensure Digital Signature Certificate (DSC) key is already installed on Computer.
- The DSC Window Application available on the portal must be installed on the computer
  (S*teps for installing the Win App utility are mentioned below*)

### 2.1    Installing the DSC WinApp

**User: Agency checker**

The User Navigates to "**Masters>DSC Management>Enrol DSC Win App**" and the page **"Digital Signature Enrollment**" opens.
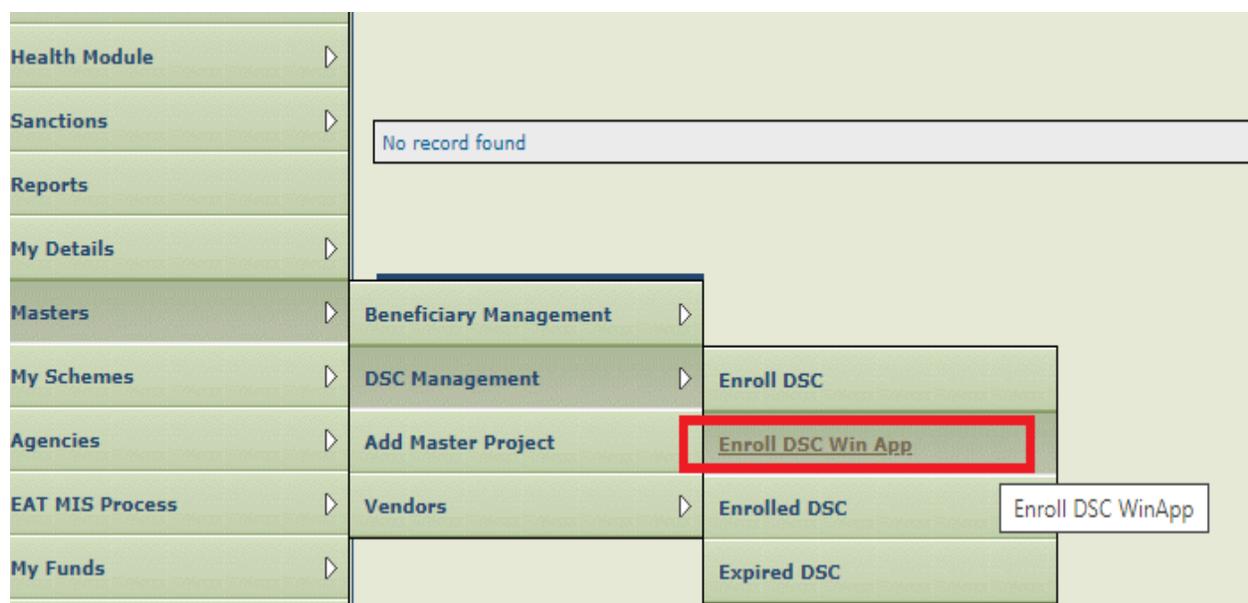


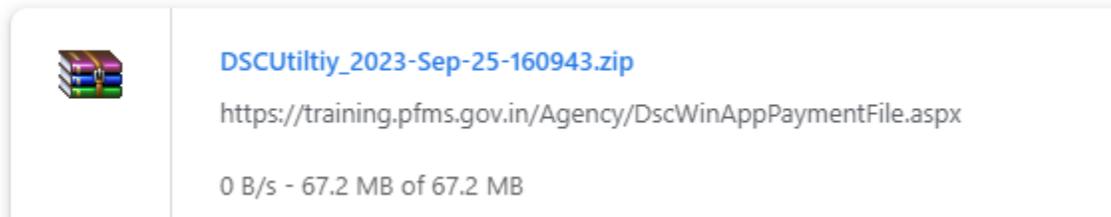The user needs to Download DSC Window Application (Version: 1.0.1.4) as shown below

DSC utility setup package will be installed, which requires to execute on the computer for DSC utility installation. Post-installation it will ask for a system reboot, please allow the system to reboot by saving all your work.
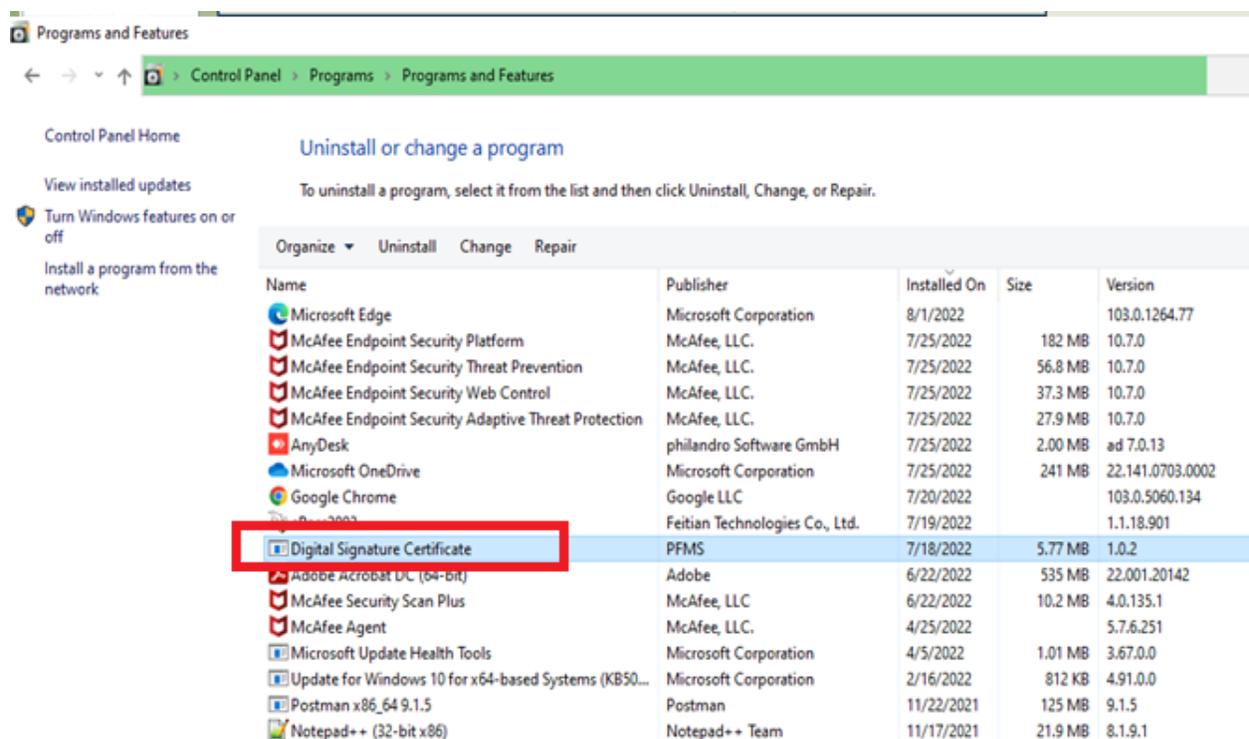


After successful installation user can verify whether the utility was successfully installed or not by browsing the **control panel** having the Utility with the name "**Digital Signature Certificate**".



## 2.2    DSC Enrollment

**User: Agency checker**

The User Navigates to "**Masters>DSC Management>Enrol DSC Win App**" and the page **"Digital Signature Enrollment"** opens.

For Enrolling the Digital Certificate, the user needs to click on "**Digital Certificate Enrolment**" button available on the screen.

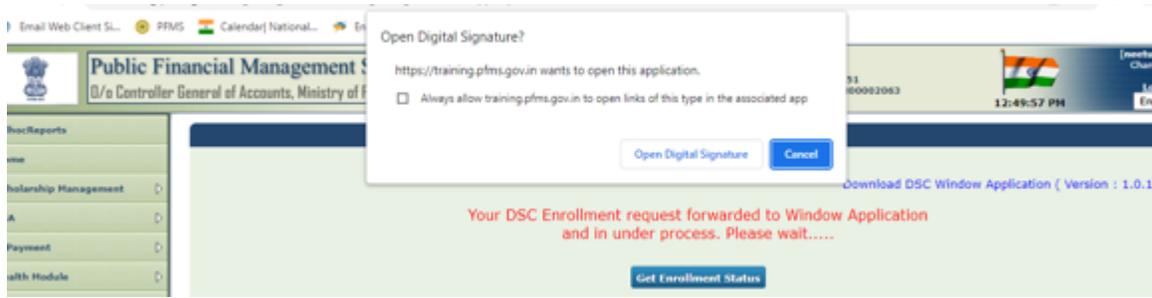**Note:** Epass file needs to plug in, it will ask for execution then the certificate files auto populate.
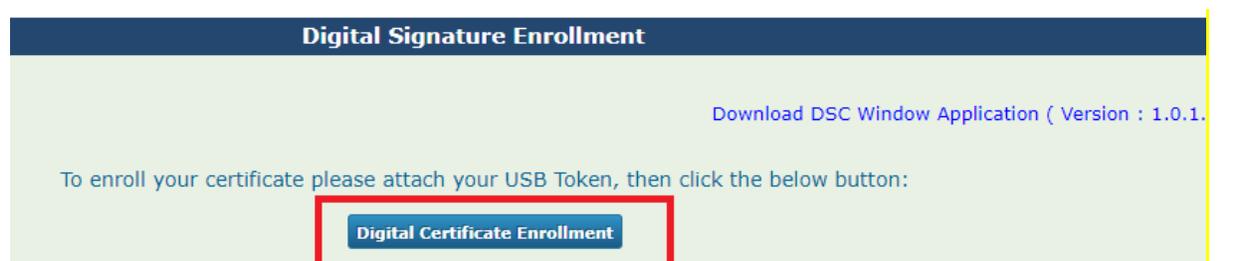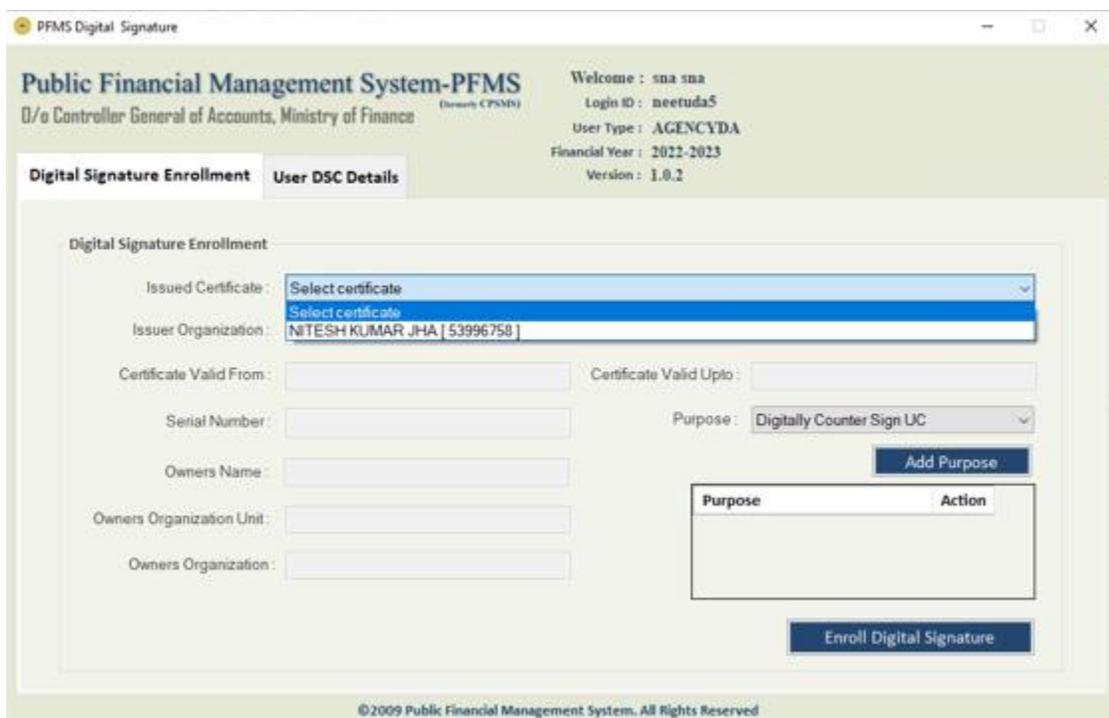
The pop-up message will appear on the screen "**Open Digital Signature**" for confirmation.



After clicking on "**Digital certificate Enrollment**" the below screen appears for a few seconds, while fetching the signature files



The Digital Signature Enrollment screen appears the issued certificate requires to be selected from the drop-down list.



Based on the issued certificate selection other field gets auto-filled except the purpose.

User need to select the purpose from the drop0down, then click on the button "**Add purpose**".

The added purpose will appear in purpose box and then click on "**Enroll Digital Signature**" button.



Enter user PIN to proceed further with DSC Enrollment
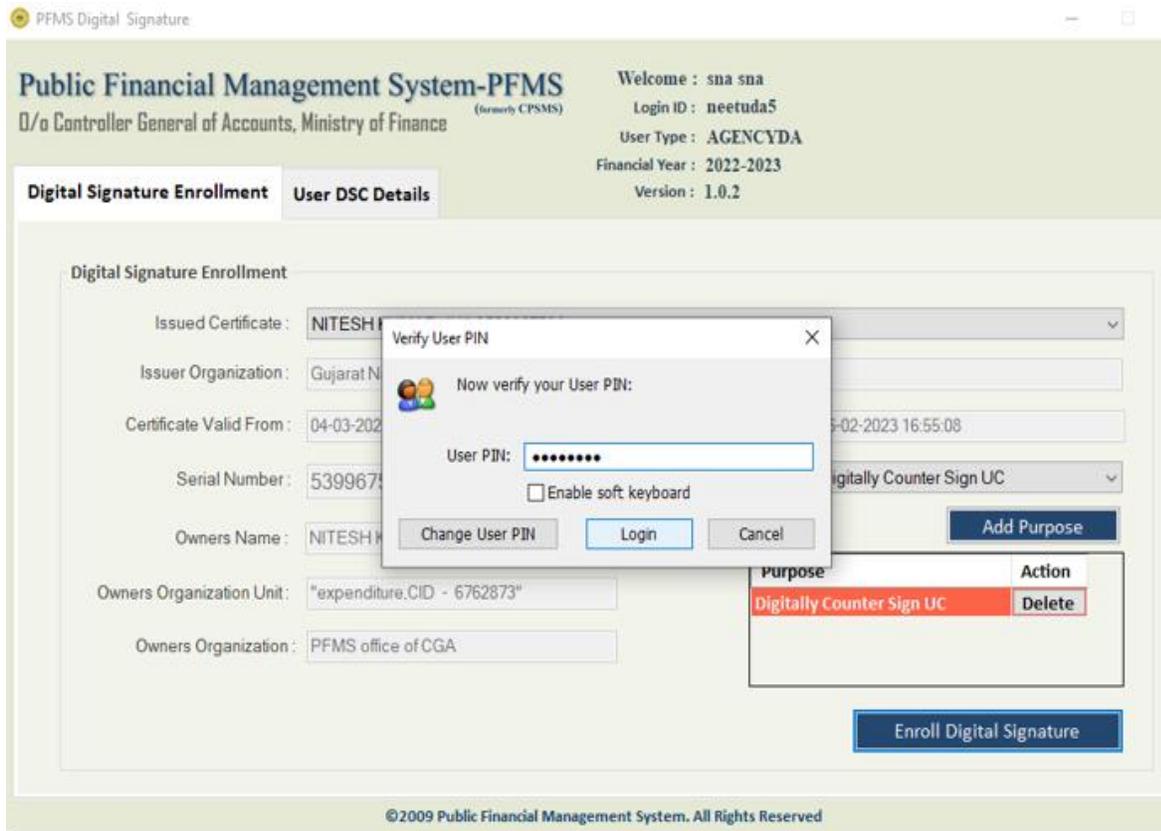
After successful enrolment, the pop up message "**Digital Signature Enrollment Done successfully**" appears on the screen.
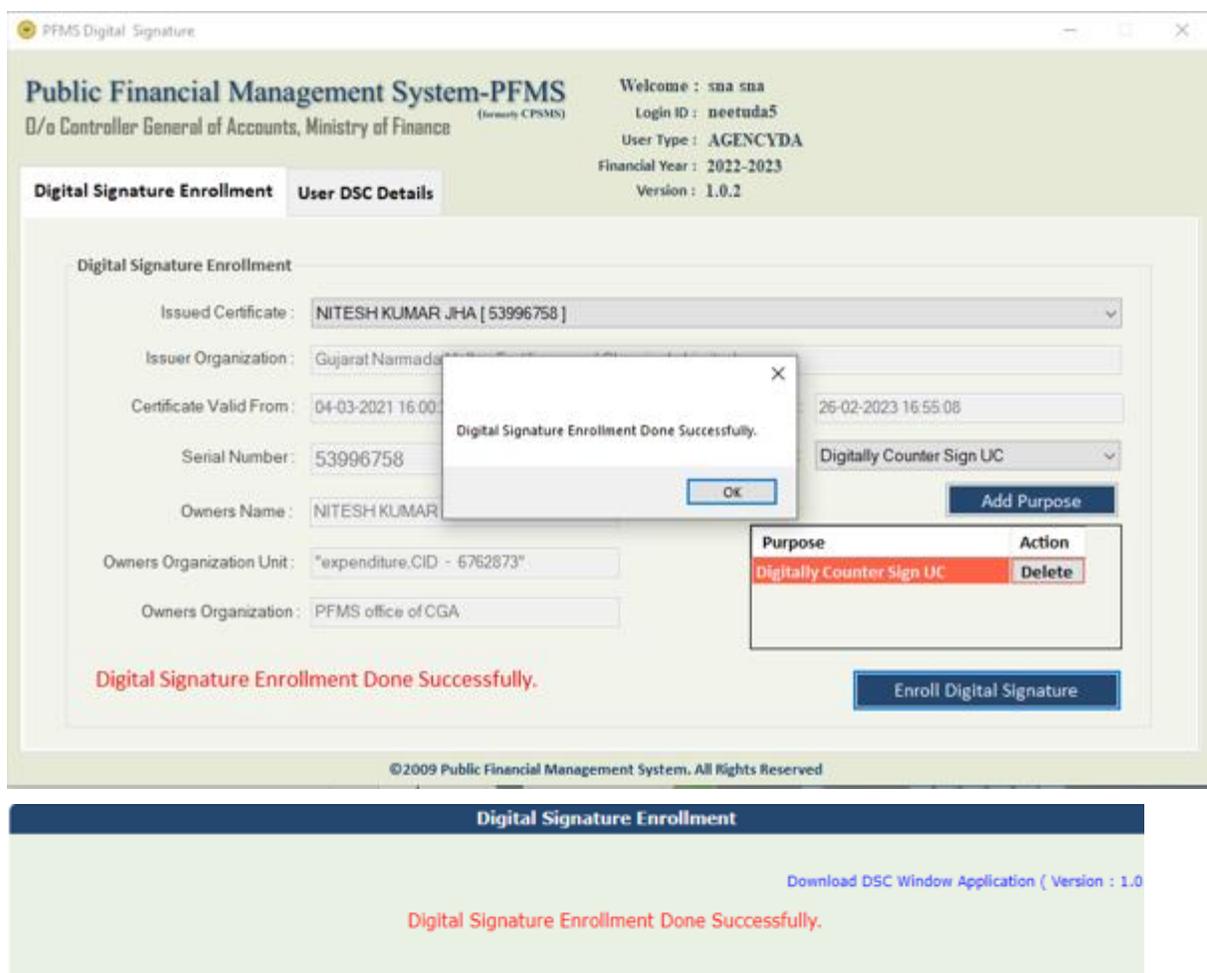
## 2.3    DSC Approval

The User Navigates to "**Masters>DSC Management>Approve DSC**"

*User: Agency Admin*
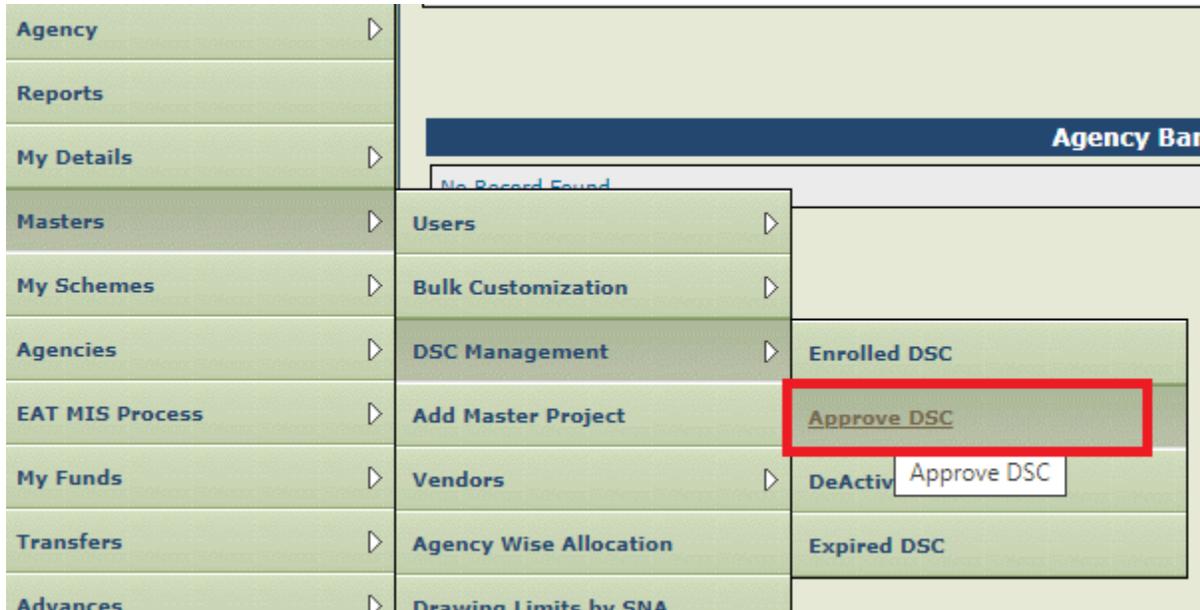


The **"Digital Signature Approval"** page appears with the user name, enrolled date, owner, validity, and registration details having status as "**Created**"



Select the user name by clicking on the check box and then click on approve button for approving the DSC.



The message "Approved" will appear on the screen.



## 2.4    Defining Signatory Levels

Defining Signatory Levels (1st and 2nd)

**User: Agency Admin**

The User Navigates to "**Bank>Signatory Configuration**"



The "**Signatory Configuration**" page will appear, the user needs to choose the scheme, agency account choice, and account number.

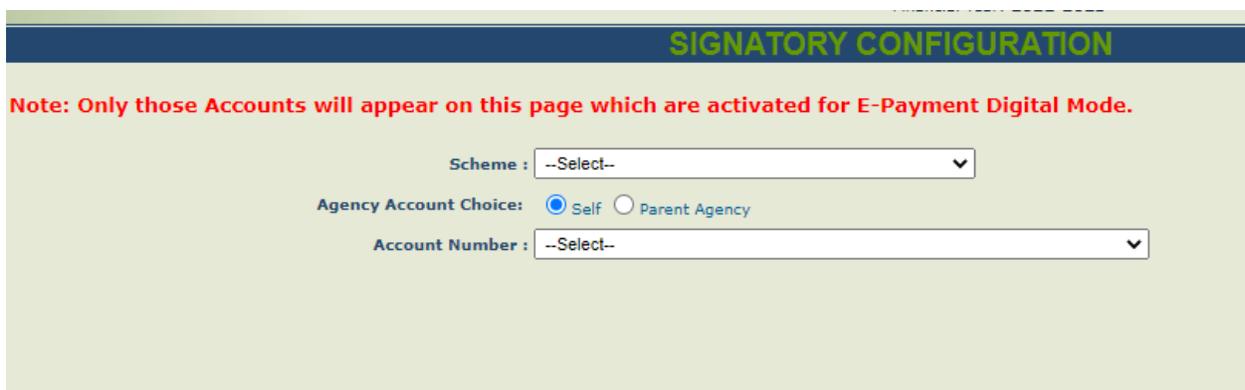

After entering the scheme and account details, the user can define the signature levels depending on the amount range by clicking on the edit button. For example 1 to 60 – level 1 signature required and amount ranges from 61 to 150 – level 2 signature required then save the details by clicking on the save button. Success Message "**Amount has been saved successfully**" will appear in case the agency admin made any changes in ranges.

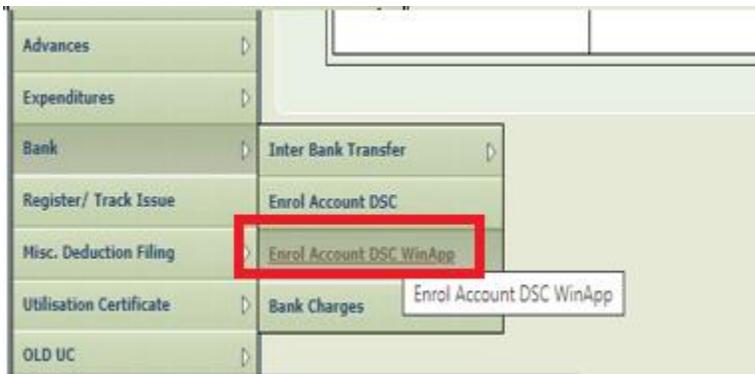| Mr. Abhishek | Sr.TPM | 1.0 | Initial version | 06/Sep/2022 |

## 2.5    Signing the Enrollment File

The User Navigates to "**Bank>Enrol Account DSC WinApp**"



### 2.5.1    Signing first level

**User: Agency Checker (Level 1)**

Considering the above example - Signatory for 1st level having a range as 1 to 60

The "**Bank Account Dsc Enrollment File**" page will appear with a list of pending signing DSC Enrollment files. Locate the file from the list, select it by clicking on the left radio button and then click on "**Sign Enrollment file**".



Then the screen with message "Processing…" appears. A confirmation dialog box seeking confirmation to open the digital signature.

DSC Enrollment E-Sign page will appear, the user requires to click on Digital Sign then it will ask for the User PIN



On successful enrollment, the message "**DSC Enrollment file Signed successfully**" is shown to the user.

Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance

Login ID : neetuda5
User Type : **AGENCYDA**
Financial Year : **2022-2023**
Version : **1.0.2**

**DSC Enrollment E-Sign**    **User DSC Details**

DSC Enrollment E-Sign

DSC Serial Number : 53996758         DSC Owner Name : NITESH KUMAR JHA

Caption                                    ×

DSC Enrollment file signed successfully

OK

DSC Enrollment file signed successfully

Digital Sign

Also, the file successfully enrolled appears in lower grid "**Signed DSC Enrolled files**" with "**Active**" status, after the user clicks on "**Get DSC status**".

| Select | Bank Name | Account Number | Minimum Amount | Maximum Amount | Signatory Level | From Date | ToDate | Signatory Status | Sign |
|--------|-----------|----------------|----------------|----------------|-----------------|-----------|--------|------------------|------|
| ⦿ | HDFC BANK LTD | 567894456789 | 1.00 | 60.00 | 1 | 12/30/2021 12:00:00 AM | 12/31/2022 12:00:00 AM | Active | Get DSC Status |
| ○ | HDFC BANK LTD | 7867878 | 1.00 | 100.00 | 1 | 12/30/2021 12:00:00 AM | 3/31/2022 12:00:00 AM | Active | Sign Enrollment File |
| ○ | STATE BANK OF INDIA | 34387697810 | 1.00 | 10000.00 | 1 | 8/18/2022 12:00:00 AM | 8/31/2022 12:00:00 AM | Active | Sign Enrollment File |
| ○ | HDFC BANK LTD | 567894456789 | 61.00 | 150.00 | 1 | 12/6/2021 12:00:00 AM | 12/31/2022 12:00:00 AM | Active | Sign Enrollment File |
| ○ | HDFC BANK LTD | 7867878 | 101.00 | 200.00 | 1 | 12/2/2021 12:00:00 AM | 3/31/2022 12:00:00 AM | Active | Sign Enrollment File |

**Signed DSC Enrollment Files**

| Account Number | Minimum Amount | Maximum Amount | Signatory Level | From Date | ToDate | Signatory Status |
|----------------|----------------|----------------|-----------------|-----------|--------|------------------|
| 167894456789 | 1.00 | 60.00 | 1 | 12/30/2021 12:00:00 AM | 12/31/2022 12:00:00 AM | Active |

### 2.5.2    Signing Second Level

**User: Agency Checker (Level 2)**

Considering the above example - Signatory for 2nd level having range 61 to 150

The "**Bank Account Dsc Enrollment File**" page will appear with a list of pending signing DSC Enrollment files. Locate the file from the list, select it by clicking on the left radio button and then click on "**Sign Enrollment file**".

Then the screen with message "**Processing…**" appears. A confirmation dialog box seeking confirmation to open the digital signature.



"**DSC Enrollment E-Sign**" page will appear, the user requires to click on "**Digital Sign**" then it will ask for User's PIN

On successful enrollment, the message "**DSC Enrollment file Signed successfully**" is shown to the user.



The file successfully enrolled appears in the lower grid "**Signed DSC Enrolled files**" with "**Active**" status, after user clicks on "**Get DSC status**".

**Pending For Signing DSC Enrollment Files**

| Select | Bank Name | Account Number | Minimum Amount | Maximum Amount | Signatory Level | From Date | ToDate | Signatory Status | Sign |
|--------|-----------|----------------|----------------|----------------|-----------------|-----------|--------|------------------|------|
| O | HDFC BANK LTD | 7867878 | 1.00 | 100.00 | 1 | 12/30/2021 12:00:00 AM | 3/31/2022 12:00:00 AM | Active | Sign Enrollment File |
| O | STATE BANK OF INDIA | 34367697810 | 1.00 | 10000.00 | 1 | 8/18/2022 12:00:00 AM | 8/31/2022 12:00:00 AM | Active | Sign Enrollment File |
| O | HDFC BANK LTD | 7867878 | 101.00 | 200.00 | 1 | 12/2/2021 12:00:00 AM | 3/31/2022 12:00:00 AM | Active | Sign Enrollment File |

**Signed DSC Enrollment Files**

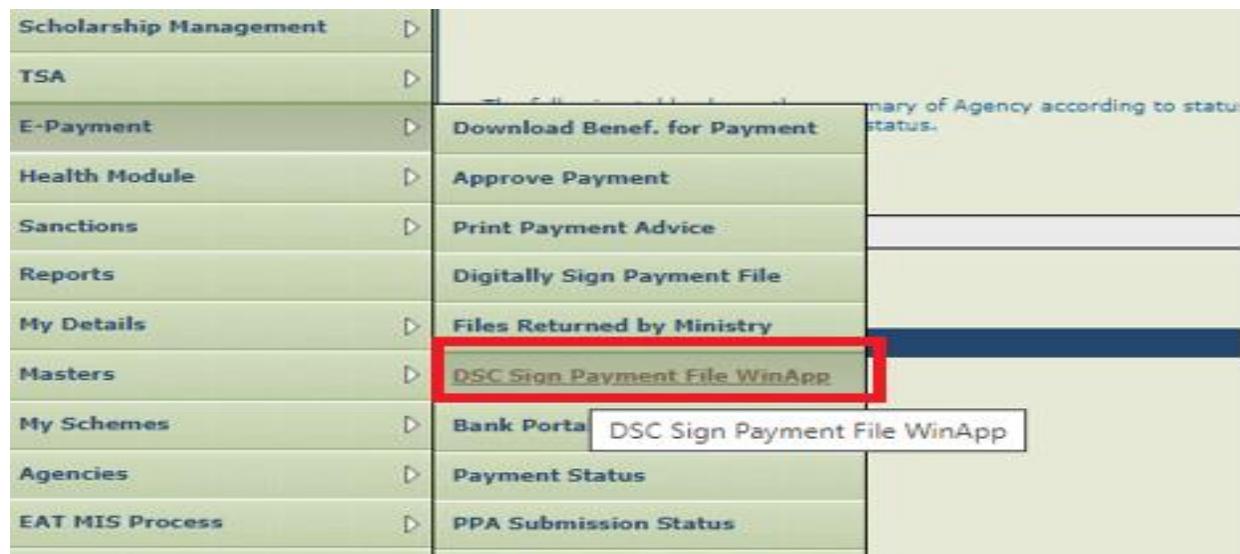| Account Number | Minimum Amount | Maximum Amount | Signatory Level | From Date | ToDate | Signatory Status |
|----------------|----------------|----------------|-----------------|-----------|--------|------------------|
| 5678944456789 | 1.00 | 60.00 | 1 | 12/30/2021 12:00:00 AM | 12/31/2022 12:00:00 AM | Active |
| 5678944456789 | 61.00 | 150.00 | 1 | 12/6/2021 12:00:00 AM | 12/31/2022 12:00:00 AM | Active |

## 2.6    Signing Payment file

***User: Agency Checker***

The User Navigates to "**E-Payment > DSC Sign Payment File WinApp**"

| Scholarship Management | ▷ | |
|---|---|---|
| TSA | ▷ | |
| E-Payment | ▷ | Download Benef. for Payment |
| Health Module | ▷ | Approve Payment |
| Sanctions | ▷ | Print Payment Advice |
| Reports | | Digitally Sign Payment File |
| My Details | ▷ | Files Returned by Ministry |
| Masters | ▷ | DSC Sign Payment File WinApp |
| My Schemes | ▷ | Bank Portal |
| Agencies | ▷ | Payment Status |
| EAT MIS Process | ▷ | PPA Submission Status |

The "**Digitally Sign File (winapp)**" page will appear as below.

User can view the winapp compatible banks name by clicking on hyperlink "**List of enabled bank**". For all those banks, the winapp utility to use for signing the payment files.

**Digitally Sign File (WinApp)**

Note: Your Bank Accounts are now compatible with the New Winapp utility (**List of enabled bank**). Please install the new DSC version through the Download link and referring to user manual link available on this page.

New version released on 22/09/2023, Please download and install new version, Old version not supported.

Download User Manual                                         Download DSC Window Application ( Version : 1.0.1.4)

| Financial Year: | --Select-- ▼ | Scheme: | --Select-- ▼ |
| Payment File Status: | --Select One-- ▼ | Submit | Reset |

The User will choose the **financial year, Scheme, and Payment file Status** for signing the file. Then Click on the "**Submit**" button.

List of files displayed on the grid, user locate the file that requires to sign and click on "**Apply Digital Signature**".



DSC Enrollment E-Sign page will appear, the user require to click on Digital Sign then it will ask for User's PIN

On successful signing the message "**Payment file signed successfully**" appears on screen.



To fetch the status on the payment file click on "**Get DSC Status**"



Message "**Payment file has been signed**" appears on page.

### VERIFY -- Signed DSC payment files

On the "**Digitally Sign File**" page, the user will choose the **financial year, Scheme, and Payment file Status** as "**Signed DSC payment files**" for verification DSC payment file was successfully signed then click on the "**Submit**" button.



| Account No | Bank Name | Scheme Code | Voucher No | Payment Advice No. | CPSMS Transaction ID | Sanction Letter | No Of Beneficiary | Amount | Signed By | Signed On | Approved By | Approved On | Digital Signature Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000109 | C092025751058 | C092025751058 | | 1 | 50.00 | neetuda5 | 01/09/2022 | neetuda5 | 01/09/2022 | 01/09/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000083 | C092025625883 | C092025625883 | | 1 | 20.00 | neetuda5 | 11/08/2022 | neetuda5 | 22/08/2022 | 22/08/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000067 | C092025625866 | C092025625866 | | 1 | 60.00 | neetuda5 | 08/08/2022 | neetuda5 | 08/08/2022 | 08/08/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000063 | C092025625858 | C092025625858 | | 1 | 40.00 | neetuda5 | 05/08/2022 | neetuda5 | 05/08/2022 | 08/08/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000060 | C092025625854 | C092025625854 | | 1 | 10.00 | neetuda5 | 04/08/2022 | neetuda5 | 04/08/2022 | 05/08/2022 |
| 567894456789 | HDFC BANK LTD | DL144 | DLIN00002063-2023-00000058 | C092025625773 | C092025625773 | | 1 | 20.00 | neetuda5 | 21/07/2022 | neetuda5 | 21/07/2022 | 01/09/2022 |

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